

### Person Specification: Caretaker

	Essential	Desirable
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Able to understand information, advise and liaise with others accordingly</li> <li>• others as appropriate</li> <li>• Has written and numeric skills in order to complete more detailed records and reports</li> <li>• Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc.</li> <li>• Able to communicate using information technology as required for the job.</li> </ul>	Able to be receptive to information being communicated (which can be non-verbal).
<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Able to establish a rapport with service users as necessary e.g. clients, members of the public, etc.</li> <li>• Understands the needs of others and able to respond accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• Understands how to encourage and influence people to get the best from them</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>• Knows how to organise own work load</li> <li>• Knows how to prioritise work and deliver on time</li> <li>• Contributes to day-to-day smooth running of Caretaking duties</li> <li>• Able to maintain accurate and timely records as required by the role</li> <li>• Identifies and knows how to solve everyday job-based tasks around maintenance and premises duties.</li> </ul>	
<b>Operational Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge across a number of jobs, services and processes relevant to Health and Safety, Security, Cleaning and Maintenance</li> <li>• Knowledge of how own job fits into the activity and role of the area/site.</li> </ul>	
<b>Technical Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>• Use of a range of basic tools and machinery. Follows work routines/instructions.</li> <li>• Knowledge that is usually acquired based on "on the job training", but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment.</li> </ul>	